TERMINATION PROCESS (PSL-W024)

Sacramento City Unified School District

1.0 SCOPE:

1.1 This work instruction is the process by which active contract employees are separated from the district. (Retire, Resign, 39 Month Reemploy, Released)

2.0 RESPONSIBILITY:

2.1 Personnel Technician II

_____ Signature _____ Date

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

_____ Signature _____ Date

3.2 Personnel Analyst

3.3 Associate Superintendent, Human Resource Services

4.0 DEFINITIONS:

4.1 Vacancy Requisition – Authorization form for Board approved positions

4.2 Assoc. Supt. – Associate Superintendent, Human Resource Services

4.3 Director – Director of Personnel

4.4 Analyst – Personnel Analyst

4.5 AESD-1 Form – CALPERS (California Public Employees Retirement System) Member Action Request Form notifies CALPERS regarding employee benefits and retirement status.

4.6 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.

4.7 BMI – BMI Imaging System is a company of Online Technology Group (OTG).

5.0 WORK INSTRUCTIONS:

5.1 Vacancy requisition, termination form, or letter is received from Analyst, Director, or Assoc. Supt.

5.2 Input data into Escape employment record and termination record.

5.3 Close tracking record.

5.4 Delete data in bargaining unit record.

5.5 Close add-on records for pay cycle, longevity, in-service, health, doctorate, expenses, and mileage.

5.6 Enter transaction on payroll update sheet.

5.7 Prepare AESD-1 form (if applicable).

5.8 Distribute to Payroll the payroll update sheet.

5.9 Distribute to Employee Benefits Office the payroll update sheet and AESD-1 form (if applicable).

6.0 ASSOCIATED DOCUMENTS:

6.1 Vacancy Requisition (Requisition is available in Escape).

6.2 Resignation/Retirement Form. (PSL-F008)

6.3 Payroll Update Sheet Form. (PSL-F061)

6.4 AESD-1 Form (outside form).

6.5 Escape Records. (those listed below are available in Escape)

6.5.1 Employment Record

6.5.2 Tracking Record

6.5.3 Termination Record

6.5.4 Bargaining Unit Record

6.5.5 Pay cycle add-on Record

6.5.6 Longevity add-on Record

6.5.7 In-service add-on Record

6.5.8 Health Stipend add-on Record

6.5.9 Doctorate add-on Record

6.5.10 Mileage add-on Record

6.5.11 Expenses add-on Record

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Vacancy Requisition, Resignation/Retirement Form or Letter	Employee Personnel File	Life of employee file	Discard as desired	Secured BMI Scanner Company

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/03/04	A	Initial release
12/12/05	B	Deleted associated software

10/08/07	C	Approval Authority department name change

*****End of procedure*****